

UNITED STATES OF AMERICA  
AGENCY FOR INTERNATIONAL DEVELOPMENT  
MISSION TO JORDAN



Issuance Date: June 1, 2009  
Closing Date: June 15, 2009

Subject: USAID Request for Quotations (RFQ) No. Jordan-09-07 for Professional Services for the Rapid Environmental Assessment for the Three Existing Development Zones in Jordan

TO ALL INTERESTED PARTIES:

The United States Government, represented by the U.S. Agency for International Development Mission to Jordan is seeking proposals from specialized environment firms doing business in Jordan and interested in providing services and activities related to the Environmental assessment for the Three Existing Development Zones in Jordan. Proposals are due by 12:00 noon June 15, 2009 Jordan time.

The proposed procurement will be conducted under FAR PART 13 - Simplified Acquisition Procedures and an award of a Firm Fixed Price purchase order is anticipated to be awarded to the contractor that provides the best value to the Government. The purchase order may be awarded based on initial offers. However, discussions may be conducted if deemed to be necessary.

Your response must include all information required under section 3 of this RFQ.

If you decide to submit an offer, it must be submitted in accordance with this RFQ and received no later than the closing date indicated above at the place indicated below. Proposals and modifications thereof must be addressed to:

By Mail

Regional Contracting Office  
American Embassy/Amman  
P.O. Box 354  
Amman 11181 Jordan

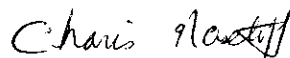
By Hand or Courier

American Embassy/Amman  
USAID/RCO  
Abdoun, Jordan

This RFQ in no way obligates USAID to award a purchase order nor does it commit USAID to pay any cost incurred in the preparation and submission of the proposal.

Any questions concerning this RFQ should be addressed to Mr. Ziad Abd-Rabu in writing at the aforementioned address or by email to [zabd-rabu@usaid.gov](mailto:zabd-rabu@usaid.gov). All questions relating to this RFQ must be submitted no later than COB June 8, 2009 to allow time for a written response. USAID will not acknowledge RFQ questions submitted orally.

Sincerely,

A handwritten signature in cursive script that reads "Charis Nastoff".

Charis Nastoff  
Regional Contracting Officer

<b>REQUEST FOR QUOTATIONS</b> (THIS IS NOT AN ORDER)			THIS RFQ <input type="checkbox"/> IS <input checked="" type="checkbox"/> NOT A SMALL BUSINESS SET-ASIDE		PAGE 1 OF 16 PAGES	
1. REQUEST NO. Jordan-09-07		2. DATE ISSUED 06/01/2009		3. REQUISITION/PURCHASE REQUEST NO. OUTNMS 581		4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1
5A. ISSUED BY Regional Contracting Office American Embassy/Amman USATD Unit 70206 APO AE 09892-0206 JO				6. DELIVER BY (Date)		
5B. FOR INFORMATION CALL: (No collect calls)				7. DELIVERY <input type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER (See Schedule)		
NAME  Ziad Abd-Rabu		TELEPHONE NUMBER AREA CODE NUMBER 962 6 590-6627		9. DESTINATION		
8. TO: a. NAME (To Prospective Offerors) b. COMPANY				a. NAME OF CONSIGNEE		
c. STREET ADDRESS				b. STREET ADDRESS		
d. CITY				c. CITY		
e. STATE		f. ZIP CODE		d. STATE		e. ZIP CODE
10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE ON OR BEFORE CLOSE OF BUSINESS (Date)				<b>IMPORTANT:</b> This is a request for information, and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or services. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotations must be completed by the quoter.		
<b>11. SCHEDULE (Include applicable Federal, State and local taxes)</b>						
ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	
See attached Information						
12. DISCOUNT FOR PROMPT PAYMENT		a. 10 CALENDAR DAYS %	b. 20 CALENDAR DAYS %	c. 30 CALENDAR DAYS %	d. CALENDAR DAYS	
					NUMBER	PERCENTAGE
NOTE: Additional provisions and representations <input type="checkbox"/> are <input checked="" type="checkbox"/> are not attached.						
13. NAME AND ADDRESS OF QUOTER			14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION		15. DATE OF QUOTATION	
a. NAME OF QUOTER			16. SIGNER a. Name (Type or print)		b. TELEPHONE	
b. STREET ADDRESS					AREA CODE	
c. COUNTY						
d. CITY	e. STATE	f. ZIP CODE	c. TITLE (Type or print)		NUMBER	
			<b>3</b>			

## **ATTACHMENT 1**

### **SUPPLIES OR SERVICES AND PRICE/COSTS**

#### **1. PURPOSE**

The purpose of this purchase order is to procure the services of the contractor to provide services and activities related to the Rapid Assessment for the three existing development zones in Jordan

#### **2. PERIOD OF PERFORMANCE**

The period of performance of this purchase order is on or about June 30, 2009 to August 30, 2009

#### **3. PURCHASE ORDER TYPE**

This is a Firm Fixed Price (FFP) purchase order.

#### **4. PRICE**

Total Estimated Cost \$\_\_\_\_\_

The contractor will not be paid any sum in excess of the Total Price.

#### **5. PAYMENT**

The paying office is:

Financial Management Office (FMO)  
American Embassy/Amman  
P.O. Box 354  
Amman 11181 Jordan

#### **6. TECHNICAL DIRECTIONS:**

Water Resources & Environment Office shall provide technical oversight to the Contractor through the designated COTR. The contracting officer shall issue a letter appointing the COTR for the purchase order and provide a copy of the designation letter to the contractor.

## **ATTACHMENT 2**

### **SCOPE OF WORK**

#### **Rapid Environmental Assessment for three existing Development Zones in Jordan in support of the Development Zones Commission**

##### **Background**

- The Development Zones in Jordan

As part of Jordan's efforts to distribute development across the Kingdom, His Majesty King Abdullah II initiated the Development Zones approach to ensure "a quality leap in the sustainable development process in these zones". The work in the first three development zones (in Maan, Mafrqa and Irbid) is accelerated and they are expected to contribute to addressing poverty and unemployment and to improving people's living standards in the areas where they are located. The Zones are to attract major investments that would provide thousands of jobs and boost the country's exports.

The Development Zones Commission is an independent legal authority, enjoying a Financial and administrative autonomy, created by the Development Zones Law No. (2) For the Year 2008, to regulate the development zones in Jordan. The Development Zones Law, which was passed by the parliament in early 2008, establishes a set of specialized rules to facilitate the creation of economic growth areas within certain zones. It aims at "enhancing the economic capability of the kingdom, attracting investments and creating an advanced investment environment for economic activities", according to Article 3 of the new legislation. The new legislation is part of Jordan's efforts to substantially increase its productive foreign direct investment (FDI) inflows.

Under the new regulations, development zones in the kingdom will be designated by the Council of Ministers upon a recommendation from the Commission, but will be under the purview of specially selected master developers, charged with managing the building and operation of the zones. The new law also provides a number of incentives for investment within the specified zones, including a flat rate of 5% income tax on a company's economic activities stemming from within the zone, as well as no Customs duties for materials, machines and equipment used for projects in the area.

The Commission is directed by a board of executive commissioners and may earn revenue from land sales/leasing, license fees and a share of tax collected from enterprises registered by the Commission to conduct economic activities within development zones. The Commission may own properties and carry on all legal transaction that are necessary to achieve its goals, including making contracts and agreements, accepting aid, donation & grants. The Commission also exercises complete municipal authority, including business licensing powers within development zones, but shares responsibility for regulation of labor, environment, customs and taxation with relevant national agencies.

According to Article 7, the Commission is responsible for conducting the following activities in coordination with related agencies:

- a. Drawing up the general policy of the DZ and submitting it to the Council of Ministers for approval.
  - b. Regulating the investment environment in the DZ and regulating and monitoring the Economic Activities therein.
  - c. Applying the Urban, and Rural Zoning and Planning Law, including the powers of the regulatory local and regional committees, as well as the Higher Council of Regulation within the DZ.
  - d. Regulating the municipal affairs, including the exercise of all powers and mandates assigned to the municipalities in the Kingdom.
  - e. Supervising the carrying out by the Master Developers of their obligations to manage and develop the DZ, and following up with the implementation of the plans and programs necessary for this purpose.
  - f. Protecting the environment, water resources, natural resources and biological diversity in a manner consistent with the laws in force and the Regulations and Instructions issued there under and in coordination with the competent agencies.
  - g. Regulating the customs procedures which will be applied by the Ministry of Finance / Customs within the DZ under a special Regulation issued for this purpose.
  - h. Matters pertaining to labor and workers in agreement with the Ministry of Labor.
  - i. Any other powers assigned to it by the Council of Ministers.
- Environmental Sustainability within the Development Zones

As soon as it was established, the DZC has realized the importance of mainstreaming environment and natural resources issues into its work within the development zones. An Environmental Sustainability Directorate is being established to ensure environmentally sound development and the protection of natural resources. The Directorate is currently busy setting the legal and institutional framework for its functions and will be coordinating with the Ministry for Environment and other concerned parties to ensure that the environmental requirements are met and even go beyond that to form a model for sustainable development practices within the development zones.

The environmental sustainability is Jordan's choice and need in light of the limited and vulnerable natural resources and the increasing growth in economic sectors. Marked efforts are being done by the Ministry of Environment to upgrade the environmental legislation and enforcement, nevertheless, it is the responsibility of all entities to protect the environment and promote sustainable development practices. The DZC - as the entity mandated for environment protection within the development zones - is committed to demonstrating best environmental practices and promoting environmentally-conscious investments across its areas of jurisdiction.

The environmental assessment in Jordan is implemented through the Environmental Impact Assessment Regulations (No. 37 for 2005) and is proving to become an important planning tool to ensure that all development projects consider environmental issues at an early stage of their

development. With an attempt to mainstream the environmental concerns at an earlier stage (on policy, strategy or master plan level), Jordan has developed a road map for introducing the SEA (Strategic Environmental Assessment) concept.

There are a number of key benefits associated with integrating environmental concerns at the earliest possible stage of planning. These include:

- Enhanced sustainability of natural resources
- Prevention of costly mistakes
- Conservation of time and money for the developers and for the government and prevent duplication of effort
- Simplification of the individual facility EIA
- Improved public sector performance and increased support from the public due to early involvement in the planning process
- Enhanced credibility for decision-making process

The approach that the DZC is intending for environmental protection and sustainability comprises environmental assessment or appraisal for the development zone Master Plan followed by individual facility EIA (based on the sectorial classification of development facilities); the details of which are to be stipulated in the Environment Protection regulation and associated instructions and guidelines under preparation.

### **Objectives of the Rapid Environmental Assessment**

Environment is not a luxury anymore. Its linkages with trade facilitation and enhancement of competitiveness in the global and regional markets call for more attention to the integrated sustainable development approach. Jordan's water scarcity and energy limitations make it even more urgent to adopt proactive and preventive measures in addition to reactive ones.

At present, there are three development zones that were already designated prior to the establishment of the DZC and its environmental directorate, and thus, were not subject to any specific environmental requirements at the Master Plan level. It is of urgency to carry out a rapid environmental assessment for such Master Plans to ensure that the key environmental concerns are being taken into account by all concerned parties and also to prevent the extra cost that individual investors would need to bear to assess the environmental status for each single facility. Of particular significance is raising the flag towards any potential impact on water resources, biodiversity and land.

### **The Technical Requirements/Problem Definition**

USAID plans to assist the DZC in seeking technical assistance through a rapid environmental assessment through a two-consultant activity to carry out rapid environmental assessments for the already designated development zones namely in Maan, Mafraq and Irbid.

## **Tasks**

- The local firm represented by the two consultants would be expected to:
  - Conduct a quick desk review of available reports, studies and information on the environment and natural resources issues' at each of the Zones.
  - Conduct field visits as needed to each development zone to investigate the actual environmental conditions.
  - Carry out a rapid environmental assessment (REA) for each of the three Development Zones in Mafraq, Irbid and Maan in light of their existing master plans.
  - Highlight all potential environmental impacts with emphasis on the most serious ones.
  - Identify in detail the proposed types of development activities within each zone and predict the environmental impacts associated with each type.
  - Using a risk-based approach:
    - The consultants should (not must?)prepare a concrete set of recommendations for each zone on best practices to be followed to minimize environment risks/impacts.
    - These recommendations should (not must?)clarify the links between socio-economic and environmental impacts and provide general estimates of economic value associated with the medium and high cost recommendations

## **Deliverables**

- An agreement with the DZC on the key findings and a list of environmental issues/impacts to be assessed and an outline of the environmental impact statement to be developed.
- An environmental assessment report which includes a statement for each zone that includes the issues and impacts as agreed upon as well as the recommendations for each zone based on the development sectors proposed and their potential environmental impacts.
- A presentation of the findings and recommendations to various stakeholders as would be agreed with the DZC.
- Final assessment report per development zone estate.

All deliverables shall be sent to the purchase order Contracting Officer's Technical Officer (COTR) through, preferably, electronic mail or mail unless otherwise noted.

Format for all deliverables will be discussed with the purchase order COTR. All reports or summaries shall be available in electronic format and shall be created with software that is compatible with Agency software.



**Rapid Assessment Delivery Milestones:**

- 10 days following award an outline of the proposed report (including the methodology to be used to conduct the quantitative analysis and the related data requirement); and a plan of interviews and meetings with government officials and other experts to be consulted, to collect relevant data and studies should be completed.
- 20 days following award: a presentation to be delivered in the presence of the DZC and USAID in Amman;
- 30 days following award: 2 copies of a first draft of completed report submitted to USAID and DZC
- 40 days following award: a revised final report, which will take into account the comments of USAID and DZC teams.
- Final report due by the completion date of the purchase order.

**Consultants Technical Qualifications and their expected Level of Effort (LOE)**

It is anticipated that the following consultants/experts would be needed as a minimum to perform the required tasks:

1. Senior Environmental Impact Assessment Expert (22 working days based on a five day week (30 calendar days) with knowledge of the general environmental issues facing development zones and potential impacts of industrial facilities and activities. A good knowledge of the Jordanian environment and natural resources (especially water and ecology) is essential to optimize the outcomes of this rapid assignment.
2. Pollution Prevention Expert/Environmental Risk Assessment Expert (15 days based on a five day week with knowledge of industrial pollution sources and impacts and best international practices to ensure environmentally sound development with proper knowledge on the socio-economic links in relation to environmental risks and environmental economics valuation tools

**ATTACHMENT 3**  
**INSTRUCTIONS TO OFFERORS**

**1. Type of Contract**

The Government contemplates a Firm Fixed Price Purchase Order resulting from this solicitation.

**2. General Instructions to Offerors**

(a) The offeror should submit the cost proposal with the CVs and past experience references either:

1. Electronically - internet email; or
2. Via regular mail - sending one original and one copy of a cost proposal; or
3. Hand delivery (including commercial courier) of one original and one copy of a cost proposal to the issuing office.

(b) Government Obligation

The US Government is not obligated to make an award or to pay for any costs incurred by the offeror in preparation of a proposal in response hereto.

**3. Consultants Qualifications**

Two Consultants are needed for this assignment as follows:

Team leader/ Senior Environmental Impact Assessment Expert (22 working days based on a five day week (30 calendar days).

- Graduate degree (MSc. or PhD) in Industrial/Chemical engineering, or in economics.
- 10 years of progressive and related experience in industrial management policy work with focus on the development zones sector.
- Past experience on the industrial sector in Jordan, or in countries with similar economic structure/ level of per capita income will be viewed as an asset.
- Familiarity with Jordan's policies and institutions, particularly those related to industry/environment in relation to industrial and economic zones will be viewed as an asset.

- Fluency in Arabic and English with the ability to speak/read/write both languages.

**Environmental Risk Assessment Expert (15 days):**

- MSc degree in Industrial or Chemical engineering.
- At least 8 years experience in Jordan in a related field to the above item with past experience in policy work with focus on the environmental sector.
- Familiarity with Jordan's policies and institutions, particularly those related to development zones/industry/environment.
- Knowledge of industrial pollution sources and impacts and best international practices to ensure environmentally sound development
- Fluency in Arabic and English with the ability to speak/read/write both languages.

#### **4. INSTRUCTIONS FOR THE PREPARATION OF THE COST PROPOSAL**

Each offeror shall provide a budget including factors such as a detailed Level of Effort for each proposed individual and identification of each by name and by the functional labor category. The position titles for the proposed personnel must coincide with those in the Scope of Work, salaries, and the total amount for each proposed labor category. It should also include a detailed estimate of other direct costs (e.g. Travel, Transportation & Per Diem, Communications, miscellaneous expenses...etc) which are considered necessary for completion of the work under the purchase order. Each item of other direct costs shall be separately identified, and shall include the basis for the cost estimate (e.g. communication costs should specify the number of units (days, months) and the estimated unit cost). Overhead, G&A, and fee should also included in the budget. Supporting information should be provided in sufficient detail to allow a complete analysis of each line item cost. This is to include budget notes that explain the logic behind each figure in the budget and a complete breakdown of the cost elements associated with each line. A completed and signed Standard Form 18, Request for Quotations, and a completed and signed Contractor Biographical Data Form (AID 1420-17) for each proposed individual must be provided with in the cost proposal.

## ATTACHMENT 4

### EVALUATION FACTORS FOR AWARD

#### A. EVALUATION CRITERIA

A summary of the evaluation criteria is shown below.

<b>Jordan Country Environmental Analysis (CEA)</b> <b>Evaluation Criteria</b>	<b>TOTAL POINTS</b>
<b>1.0 KEY PERSONNEL</b>  a. Qualification of the proposed Team leader b. Qualification of the Environmental Risk Assessment Expert.	<b>60</b>
<b>2.0 PAST PERFORMANCE AND EXPERIENCE</b>  a. General Experience of the local Firm in Jordan's industrial/environmental economics sector. b. Level of experience with World Bank work (in general) with particular emphasis on the industrial and environmental sectors.	<b>40</b>
<b>Total Evaluation Points</b>	<b><u>100</u></b>

Offerors shall note that the above criteria (1) represent the standard against which all proposals will be evaluated, and (2) serve to identify the significant information which offerors should address in their submittal.

#### 1. KEY PERSONNEL

Assesses the ability of the offeror to hire qualified technical personnel similar to those required for the Consultants Qualifications as defined under Attachment 3.

1. Team leader/ Senior Environmental Impact Assessment Expert: This position will be graded on the following;
  - a. Demonstrated knowledge of the general environmental issues facing development zones and potential impacts of industrial facilities and activities.

- b. Demonstrated knowledge of the Jordanian environment and natural resources (especially water and ecology)
- c. Educational qualification and past experience (MSc. minimum, PhD is preferable) in Industrial/Chemical engineering, or in economics. Plus 10 years of progressive and related experience in industrial management and policy work with focus on Jordan's investment/industrial sector.

2. Environmental Risk Assessment Expert: This position will be graded on the following;

- a. Familiarity with Jordan's policies and institutions, particularly those related to development zones/industry/environment
- b. Demonstrated knowledge of industrial pollution sources and impacts and best international practices to ensure environmentally sound development
- c. Knowledge on the socio-economic links in relation to environmental risks and environmental economics valuation tools

## **2. PAST PERFORMANCE & EXPERIENCE**

Assesses the extent to which the offeror demonstrates successful experience in the project areas described in the scope of work emphasizing organizational, management and technical capacities. The offeror shall provide references for similar work. Define similar work: \$ value, country, SOW, etc. completed during the past 3 years, including the type of contract, name of organization/company and program/project manager contact information (name of contact, including email, telephone and fax numbers), dollar value of the contract, period of performance, and summary description of the work performed.

## **B. COST EVALUATION CRITERIA**

The Government will evaluate the total cost proposed for feasibility, completeness, and reasonableness. Cost has not been assigned a numerical weight. Offerors are reminded that the Government is not obliged to award a purchase order on the basis of lowest proposed cost, or the offeror with the highest evaluation score. For this procurement, all evaluation factors other than cost when combined are significantly more important than cost.

## **C AWARD**

Award of a purchase order resulting from this RFQ will be made to the responsible offeror whose proposal, conforming to the RFQ, offers the best value to the Government. Best value will be based on an integrated assessment of technical merit, past performance, and cost.

## **ATTACHMENT 5**

1. Standard Form 1420-17 Contractor Biographical Data Form (AID 1420-17)

## CONTRACTOR EMPLOYEE BIOGRAPHICAL DATA SHEET

1. Name (Last, First, Middle)		2. Contractor's Name	
3. Employee's Address (include ZIP code)		4. Contract Number	5. Position Under Contract
		6. Proposed Salary	7. Duration of Assignment
8. Telephone Number (include area code)	9. Place of Birth	10. Citizenship (If non-U.S. citizen, give visa status)	
11. Names, Ages, and Relationship of Dependents to Accompany Individual to Country of Assignment			

12. EDUCATION (include all college or university degrees)				13. LANGUAGE PROFICIENCY (see Instruction on Page 2)		
NAME AND LOCATION OF INSTITUTION	MAJOR	DEGREE	DATE	LANGUAGE	Proficiency Speaking	Proficiency Reading

**14. EMPLOYMENT HISTORY**

1. Give last three (3) years. List salaries separate for each year. Continue on separate sheet of paper if required to list all employment related to duties of proposed assignment.

2. Salary definition – basic periodic payment for services rendered. Exclude bonuses, profit-sharing arrangements, commissions, consultant fees, extra or overtime work payments, overseas differential or quarters, cost of living or dependent education allowances.

POSITION TITLE	EMPLOYER'S NAME AND ADDRESS POINT OF CONTACT & TELEPHONE #	Dates of Employment (M/D/Y)		Annual Salary
		From	To	Dollars

**15. SPECIFIC CONSULTANT SERVICES (give last three (3) years)**

SERVICES PERFORMED	EMPLOYER'S NAME AND ADDRESS POINT OF CONTACT & TELEPHONE #	Dates of Employment (M/D/Y)		Days at Rate	Daily Rate In Dollars
		From	To		

**16. CERTIFICATION:** To the best of my knowledge, the above facts as stated are true and correct.

Signature of Employee	Date
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**17. CONTRACTOR'S CERTIFICATION (To be signed by responsible representative of Contractor)**

Contractor certifies in submitting this form that it has taken reasonable steps (in accordance with sound business practices) to verify the information contained in this form. Contractor understands that USAID may rely on the accuracy of such information in negotiating and reimbursing personnel under this contract. The making of certifications that are false, fictitious, or fraudulent, or that are based on inadequately verified information, may result in appropriate remedial action by USAID, taking into consideration all of the pertinent facts and circumstances, ranging from refund claims to criminal prosecution.

Signature of Contractor's Representative	Date
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